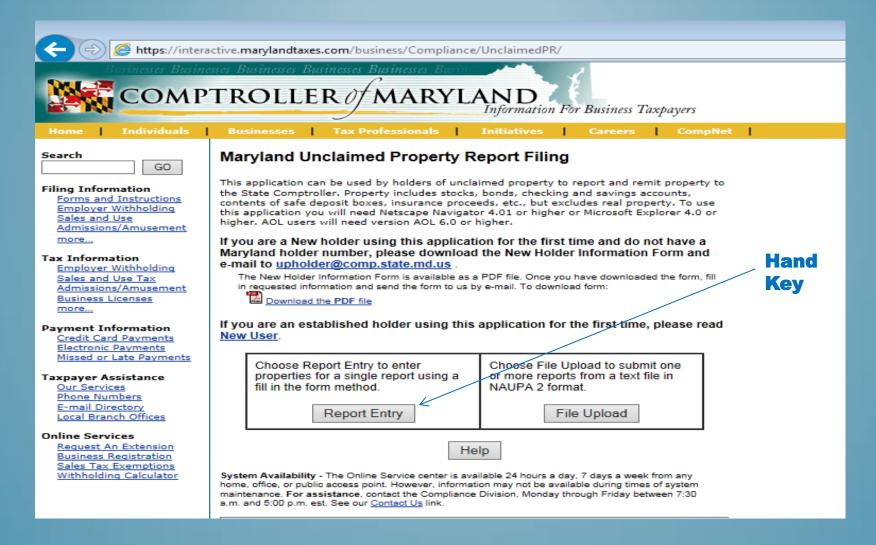
UNCLAIMED PROPERTY

ELECTRONIC REPORTING

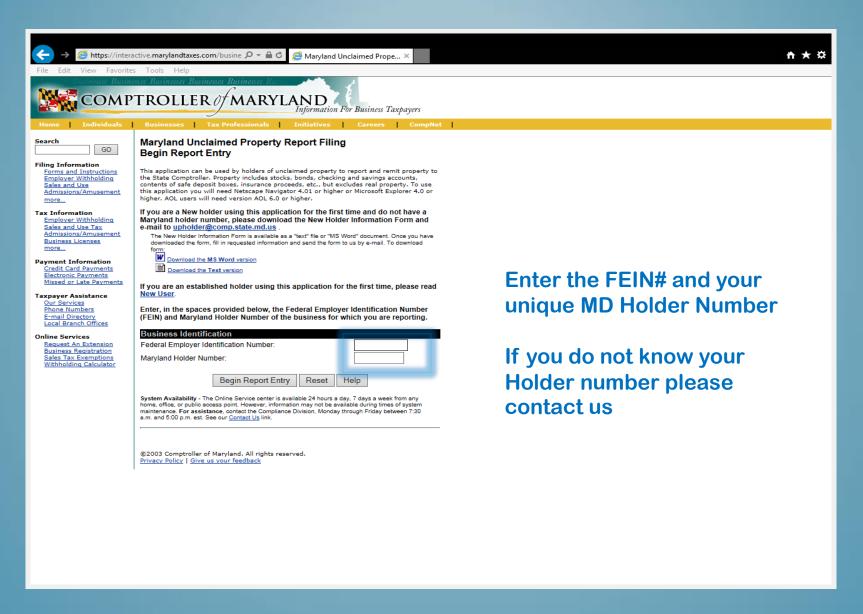
HOLDER HAND-KEY

INSTRUCTIONS

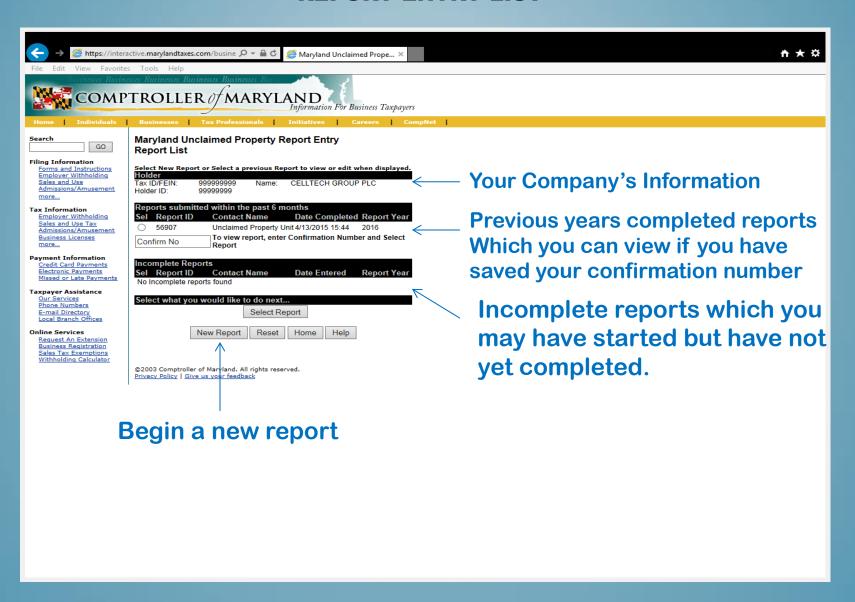
MANUAL HAND KEY ENTRY REPORTING



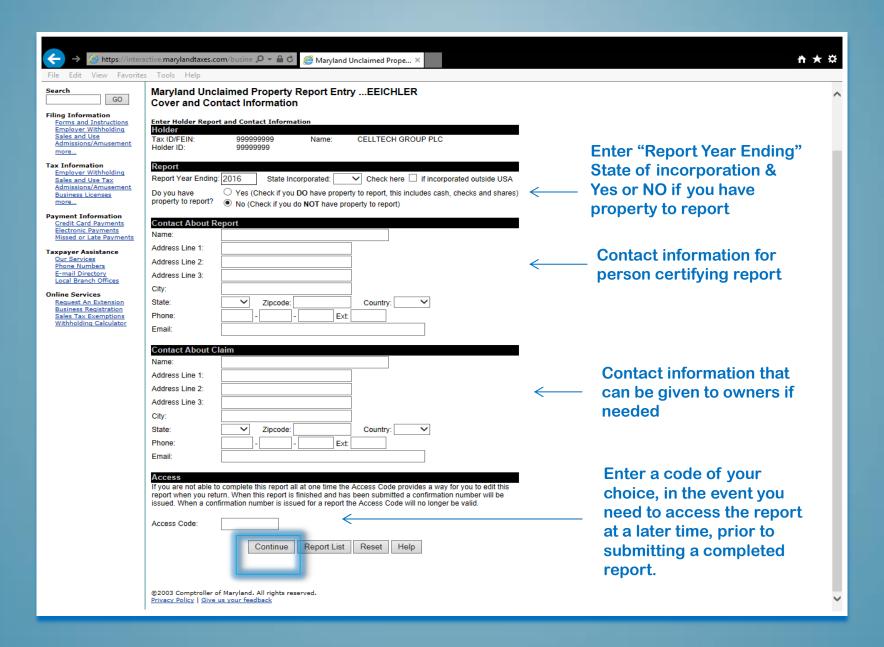
IDENTIFICATION PAGE: FEIN AND HOLDER NUMBER



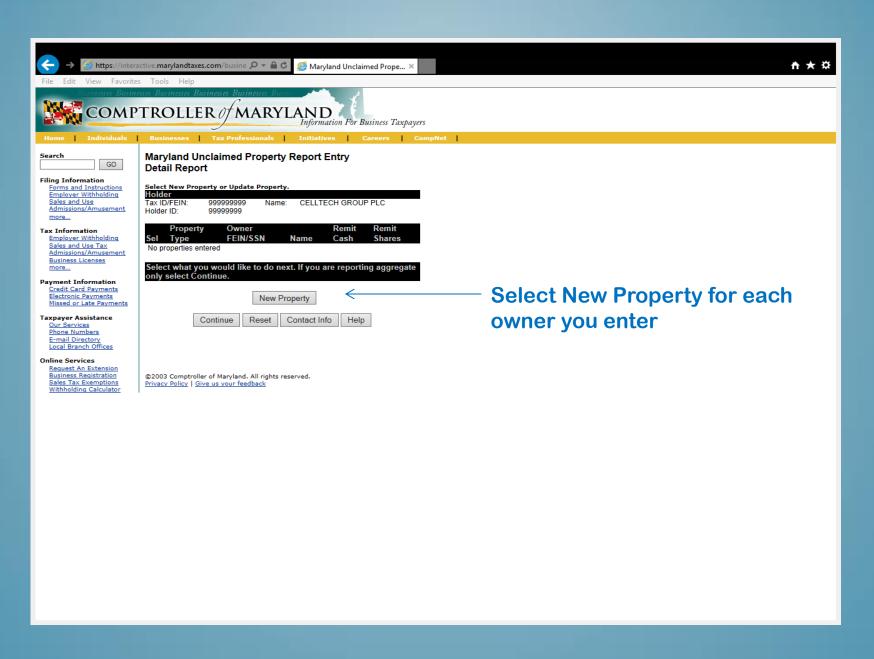
REPORT ENTRY LIST



COVER PAGE AND CONTACT INFORMATION

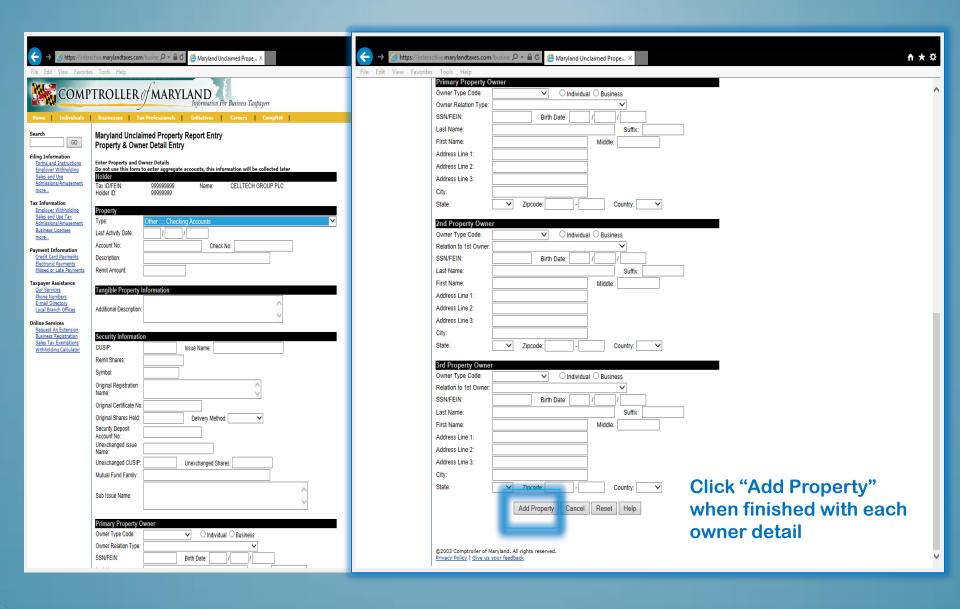


ENTRY DETAIL REPORT

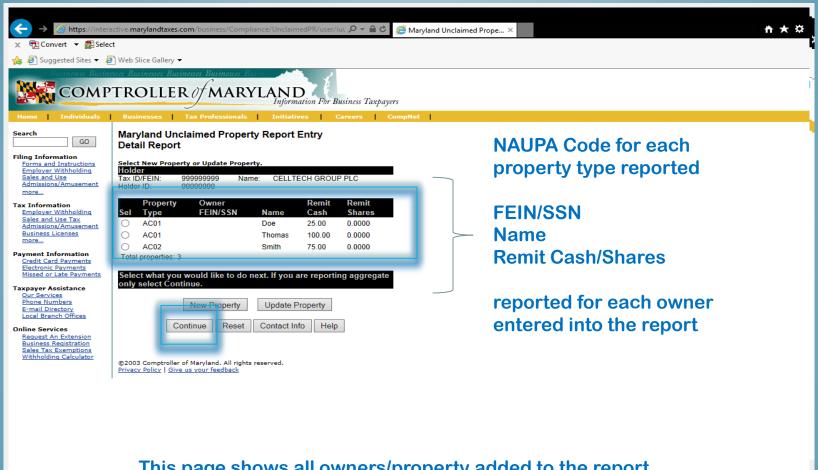


PROPERTY AND OWNER DETAIL ENTRY PAGE:

THIS IS WHERE YOU ENTER THE DETAIL PERTAINING TO EACH OWNER OF PROPERTY

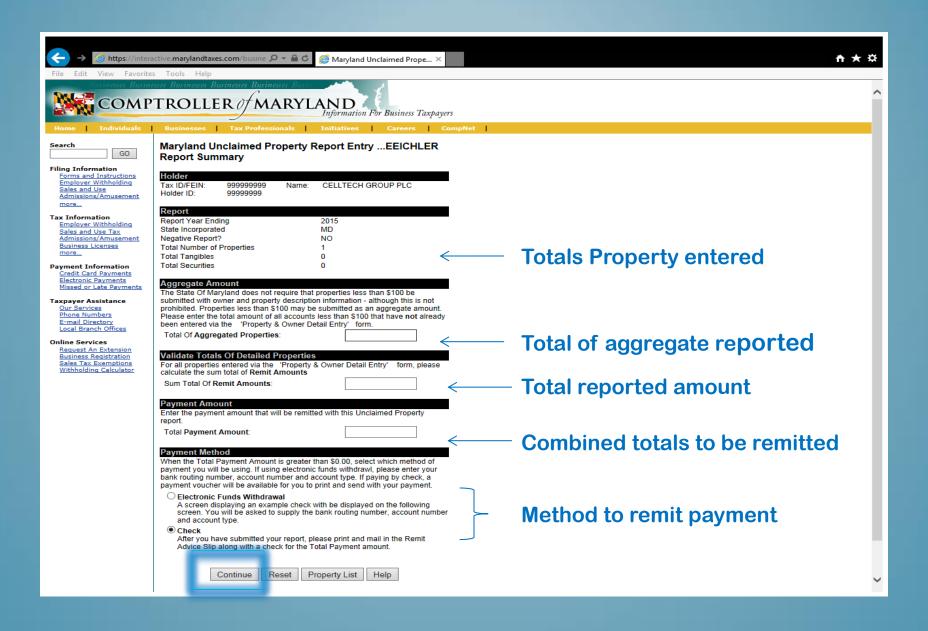


PROPERTY DETAIL REPORT

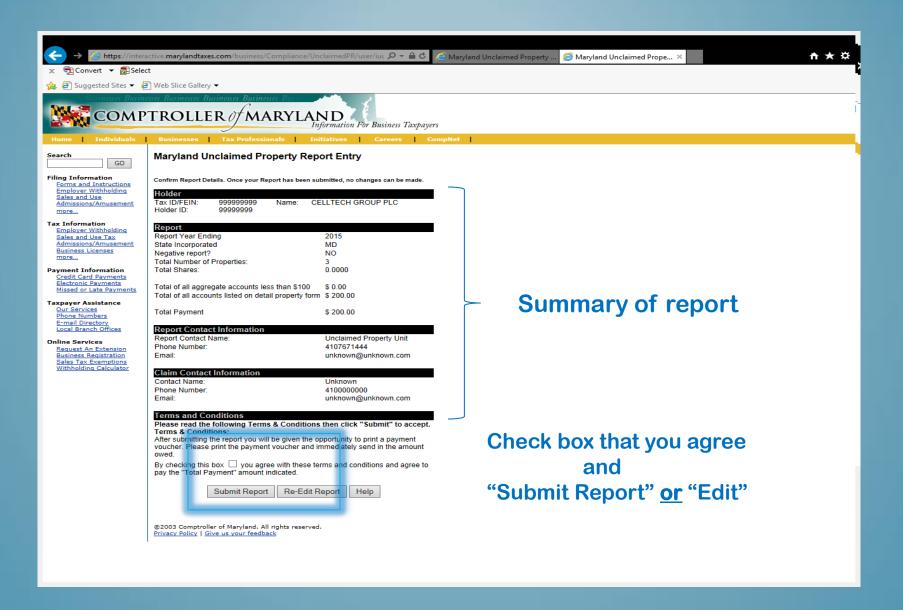


This page shows all owners/property added to the report. You can edit owner information and property reported for each owner prior to finalizing the report

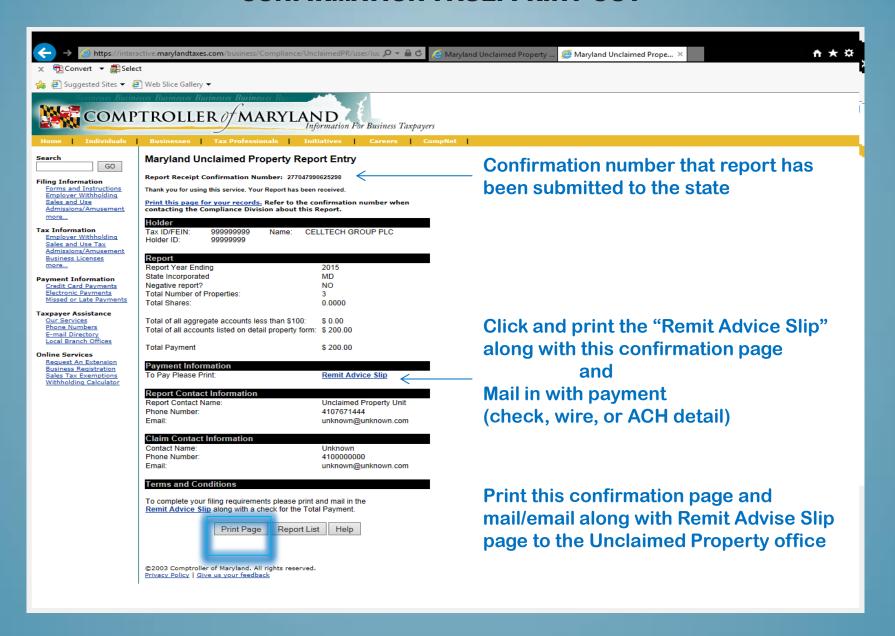
REPORT SUMMARY AND AMOUNT VERIFICATION



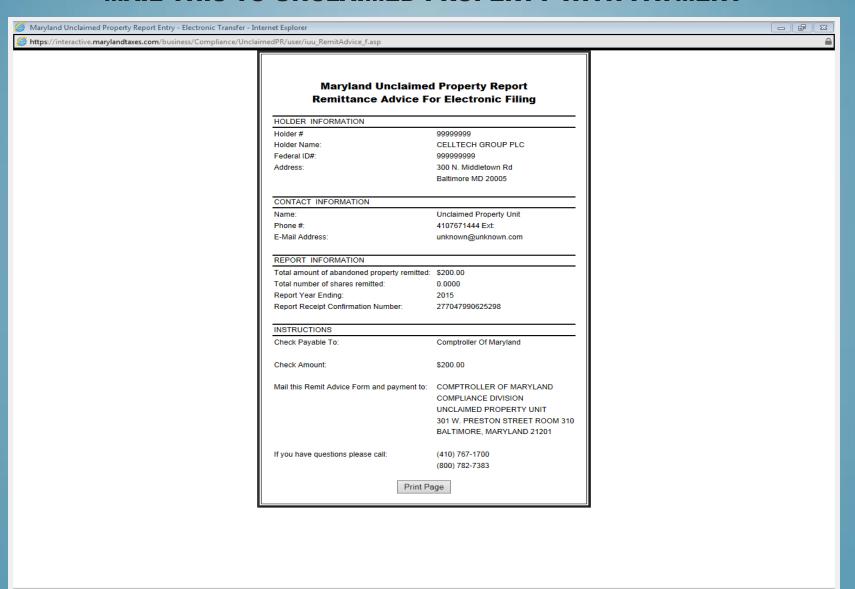
SUMMARY PAGE



CONFIRMATION PAGE: PRINT OUT



REMIT ADVICE SLIP MAIL THIS TO UNCLAIMED PROPERTY WITH PAYMENT



SUMMARY

This concludes the instructions for Electronic Reporting for Holders filing for Unclaimed Property using the Maryland Unclaimed Property Website.

Items to Remember

- Have your MD unique holder number available
- The Access Code is a pin that you create to get back into the report at a later date.
- Be sure to include as much information you have for each owner when entering their property.
- ALWAYS mail a copy of your confirmation page and remit advice slip page with all reports to us. You can mail it along with payment or proof of electronic payment.
- Call or email us if you have any questions when preparing your report.

See our instructions on "NAUPA (txt) formatted UPLOAD" report filing